DISRonline

Change Request (CR)

Tool Training

2004-09-28

CR Tool Training

- **Tool follows formally established Configuration Management process.**
- **Tool is role based. Each user has certain roles.**
- **No specific time periods. Concept of "control of change request" (Continuous Flow).**

CR Tool Training

- **4 types of Change Requests + Annual Review**
  - **Add a new standard**
  - **Update an existing standard**
  - **Retire an existing standard**
  - **Sunset an existing standard**
- **Author is required to provide varying amounts of information depending on the type of CR.**

CR Tool Training

- **Users can add notes to CRs. Notes can be e-mailed to all members of the Working Group to which the CR is assigned.**
- **CR can be reviewed, modified, or deleted by the Author or the Organization Member. The control of the CR will be transferred to the Working Group when an action of "Accept" or "Accept with Revision" is taken by the Org Member.**

CR Tool Training

- **Polling on all CRs is required at the TWG meetings for any action taken by the Work Group Chairs. Results become part of the CR. Each organization only gets 1 Poll.**

- **Any CRs without TWG action or with TWG action of "Awaiting Input" or "Transfer" status will not be reviewed at the ITSC meeting.**

- **Any CRs without actions taken at the ITSC meeting or with "Refer to ISWG" status will remain to be reviewed at the next cycle.**

- **The original information of standards and the revised versions will be in separate areas of the database for all CRs.**

CR User Privileges

Time Period / User	Change Request Submission until Organization Member Takes Any Action	Organization Review After Organization Member's has Taken Any Action to Organization Member takes Final Action of Accept, Delete, Accept with Revision or Do Not Accept	ISWG Review From Time Organization Member Takes Final Action Until Organization Meeting Cutoff date	ITSC/ Secretariat Period From Organization Meeting cutoff date to start of next cycle.
Author (All users are authors)	View/read his own CRs. Add, Modify, and Delete his own CRs.	View/read his organizations CRs; Add Notes to his organizations CRs.	View/read all CRs; Add Notes for consideration.	View/read all CRs.
Organization Member (Designated by organization. Can be more than 1)	View/read their organizations CRs, Add, Modify, Delete their own CRs. Add Organization Member's Recommended Action	View/read, Add, Delete his organization's CRs; Add Notes to his organization's CRs; Change the Organization Member's Recommended Action.	View/read all CRs; Add Notes for consideration; View/read organization's notes added prior to the E&R Period. Vote or designate who can vote their organization position at	View/read all CRs; View/read organizations Notes. Vote their organization position.

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CR User Privileges (cont.)

Time Period User User	Change Request Submission until Organization Member Takes Any Action	Organization Review After Organization Member's has Taken Any Action to Organization Member takes Final Action of Accept, Delete, Accept with Revision or Do Not Accept	ISWG Review From Time Organization Member Takes Final Action Until Organization Meeting Cutoff date	ITSC/ Secretariat Period From Organization Meeting cutoff date to start of next cycle.
Organization Reviewer (Can be more than 1)	View/read their organizations CRs. Add, Modify, Delete his own CRs.	View/read all his organization's CRs; Add Notes to his organization's CRs.	View/read all CRs; Add Notes for consideration.	View/read all CRs.
Working Group Chair	N/A	N/A	View/read all CRs; Add Notes for consideration and add/change Working Group Action for those CRs which they are the Primary Owner	View/read all CRs.

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Questions?

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